



**DELAWARE JUDICIARY  
SUPERIOR COURT OF DELAWARE**

**Non-Merit Position**  
(This position is exempt from the State of Delaware Merit System)

**Posting # SC0803N15**

**JUDICIAL CASE MANAGER I**  
**\*\*This is a Career Ladder Series\*\***

**Opening Date:** August 3, 2015

**Closing Date:** August 17, 2015

**Vacancy Exists**

**Salary:** \$29,384 - \$36,730 (Minimum - Midpoint) Pay Grade 9

**Recruiting For:** Superior Court of Delaware

**Location:** New Castle County, City of Wilmington (Please check this county on your application).

**Nature and Scope:**

This newly classified position is responsible for restitution duties from start to finish ensuring an efficient, knowledgeable and consistent treatment of the victims and providing a more streamlined approach to providing those victims with their court ordered restitution. This is the entry level of caseload management work learning the legal processes and procedures and case management functions while performing the full range of case management activities. This position will be located in and work closely with the Accounting Department.

**\*\*This class is in a Career Ladder series. Incumbents underfilling as a Judicial Case Manager I will be considered for promotion to the Judicial Case Manager II level after meeting the minimum qualifications and the Judiciary's promotional standards.\*\***

**Minimum Qualifications:** Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. Experience utilizing an automated information system.

Qualified applicants must have experience utilizing automated case management systems. Examples of automated case management systems would be DELJIS, CMO, JIC, COTS, Lexis/Nexis. Applicants must have knowledge and/or experience in case processing.

Qualified examples would include, but are not limited to: coursework/training in case processing, or experience in processing cases i.e. the applicant has experience as a Judicial Case Processor II, Judicial Case Processor III, or Paralegal.

2. Knowledge of interpretation and processing of legal documents and case flow management.

Qualified applicants must have knowledge and/or experience in interpretation and processing legal documents and case flow management. Qualified examples include, but are not limited to: coursework/training in case processing and familiarity with legal documentation, or experience processing cases i.e. the applicant has experience as a Judicial Case Processor II, Judicial Case Processor III, Paralegal, Judicial Assistant or Legal Secretary.

3. Knowledge of court rules, policies, or procedures.

Qualified applicants must have knowledge of court rules, policies or procedures. Coursework/training in Criminal Justice or training in the areas listed above is also qualifying. Experience as a Paralegal or experience as a Court Reporter, Court Clerk, Legal Assistant or similar position would be qualifying.

4. Ability to communicate effectively.

Qualified applicants must possess the ability to communicate effectively with the general public, judges, attorneys, litigants and other court personnel to coordinate case activity and provide information. Written responses on the application will serve as an indication of written communication skills. Additionally, applicant should possess the ability to effectively address large groups.

**Conditions of Employment:**

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

**Benefits:** To learn more about the comprehensive benefit package please visit the web-site at: <http://ben.omb.delaware.gov/>

**Submitting Your Application:** Visit the website <http://www.courts.delaware.gov/career/> Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: [apps.superior@state.de.us](mailto:apps.superior@state.de.us) (Preferred Method)
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:  
Superior Court of Delaware  
New Castle County Courthouse  
500 N. King Street, Suite 2850  
Wilmington, DE 19801

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer**